



*United States Army Garrison Grafenwoehr
Military Personnel Division, Passport Office*

RENEWAL OFFICIAL PASSPORT REQUIREMENTS **(AGES 16 AND OVER)**

1. **DS-82 Form** – completed online at www.travel.state.gov.
* **Key points for filling this out are to use the ONLINE form and not the blank form. Please also use our mailing address when completing this form: USAG Grafenwoehr MPD – Passports, Unit 28130, APO, AE 09114.**
2. **Proof of U.S. citizenship** – **Current U.S. passport that is expired or will be expiring within 6 months must be brought in to our office to be used as proof of citizenship.** If this passport is lost, then a statement of lost passport must be filled out in our office to be sent along with an initial tourist passport application and another proof of citizenship, such as a birth certificate, must be provided.
3. **Proof of name change** (if applicable) – original documentation of any name changes from what is listed on current passport. This can include marriage certificates, divorce decrees, court documents, etc.
4. **Two identical passport photos** – These will be taken in our office at the time of the application.
5. **Completed DD-1056 Form:**
 - a. **Active Duty Military:** This form will be filled out here in our office. We will need a memorandum from your commanding officer requesting that you need to be issued an official passport. This memorandum will need to state your name, rank, social security number, which countries you will be travelling to, and estimated dates of departure. **The countries listed must require an official passport for military members to travel or the Department of State will not issue an official passport.**

**** Please note that all original documents must be sent up with the report of birth abroad application but will be returned with the completed packet.****

USAG Grafenwoehr MPD Passport Office
Building 244 Room 134B

Hours of Operation
Monday – Friday
Walk-ins: 0800-1600
By Appointment Only: 1600-1800

For appointments or questions please contact DSN 475-6202 or 475-8699

DD-1056 FORM CONTINUED:

- b. **DOD Civilians:** This form will be filled out by your personnel office (CPAC) and should be accompanied by your Initial Travel Orders (DD1614) and signed Transportation Agreement (DD1617). If you were a local hire and do not have travel orders or a transportation agreement then we will need a memorandum from your supervisor stating the need for an official passport to complete your job duties.
- c. **NAF/AAFES Employees/Contractors:** This form will be filled out by your personnel office and should be accompanied by a letter of request from your employer that states the length of your contract, place of original hire, date of arrival to Germany, and the reason an official passport is required. If you are a stateside hire then we will also need a copy of your travel orders.

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DS-82 APPLICATION INSTRUCTIONS

1. Go to www.travel.state.gov and choose the option to fill out a DS-82. **Be sure you select the option to fill out the DS-82 Form online and do not select the Print Blank DS-82 Form.**
2. Select that you are applying for a Passport Book.
3. Fill in all of your personal information. Please note that all items with a red asterisk are required. For babies that have not received a social security number please just enter in all zeros.
4. The next step will ask where you would like your passport to be mailed. For this please use our APO address: **USAG Grafenwoehr MPD, Passport Office
Unit 28130
APO, AE 09114**
5. Select **no** that this is not your permanent address and then enter in your CMR address for the permanent address.
6. Then you will enter in a valid email address and a good local contact number – **please be sure to use a German number as this is the number we will use to contact you once your passport has arrived, and we are unable to call state-side numbers.**
7. Next, you can enter any immediate travel plans that you might have.
8. On the emergency contact page please list someone state-side that can be contacted if an emergency should arise overseas. **This should be someone that would not normally be travelling with you.**
9. Please select on the next screen that you have been issued a passport – this **can be a tourist passport, a no fee passport, or any kind of official passport.** Then please state the status of this passport – whether you still have it or if it has been lost or stolen. Also list the passport number, date issued, and name listed on the passport. **If this passport has been lost then you will need to complete the Statement of Lost Passport and DS-11 form and reapply for an initial passport.**

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10. On the next step you will verify that the data printed in the current passport was printed correctly and also indicate whether there have been any name changes since that passport was issued.
11. Please list any other names you are known by – **this includes maiden names.**
12. Please review the application information as shown on the screen. If there are any mistakes, please select edit to go back to the appropriate screen for corrections.
13. On the next screen a summary of fees will appear. **Please disregard the fees for overnight mail and expediting passports as we are unable to offer this service overseas.** The fee will always be **\$110** for adults 16 & over who are renewing a current tourist passport – this is the only fee available for this form as children are always required to complete a DS-11 form and not the DS-82. **The only exception to these fees is when applying for a no-fee passport when all these fees are waived.** In this case please disregard all fees listed on this page and continue to print the application.
14. Please check the box on the next page that states that you have read and acknowledge the steps listed on this page. Then you will select the option to **create form**. This will then pop-up a PDF file that will contain the passport application.
15. Please print this application out making sure that the application includes the bar-code in the upper left hand corner.

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